



APPROVED April 15, 2004

2004 IGIC Annual Business Meeting Minutes

Indianapolis Sheraton Hotel and Suites
8787 Keystone Crossing, Indianapolis, IN

Pre-meeting New Member Orientation (3-4pm)

(Jim, Roger, Jill, Jerry)

- Provide packets with official documents
- Review of Board Member responsibilities and expectations, communication mechanisms, committees, IGIC projects.
- Q&A

Business Meeting 4-7pm

1. Sign-in
2. Approval of agenda (Jim Stout)

Amended agenda to include the following:

- Designate as “official framework” PLSS 1:24k boundaries
 - Cadastral Framework Layer Committee
 - Remaining Council Vacancies
 - Conference Committee Report
3. Introductions (including guests)
 4. Approval of previous meeting minutes (Jill)

Meeting minutes for June, August, October and November 2003 were approved without discussion.

5. Unfinished business (Jill)

No unfinished business from previous meetings was identified.

6. CTASC contract with IGIC, Jill’s subcontract (Jim)

The contract between CTASC and IGIC has been approved by the Executive Council, and signed by both CTAS and IGIC. The contract is in the state’s approval process. Copies of the final signed document will be circulated to the Council.

7. Innovative Mapping On-call Service Agreement (Jill)

The CTASC contract with IGIC includes the opportunity to continue administrative services from Innovative Mapping. The possibility exists to extend the current on-call service agreement with Innovative Mapping, to reflect the funds to become available from CTASC. The dollar amount of the current contract with Innovative Mapping was not available during the meeting.

8. Signing of National Map MOU with USGS (Charley, Jill)

In a memorable ceremony, Jill Saligoe-Simmel signed an MOU with the USGS recognizing that the Council will endeavor to cooperate in creation of the National Map.

Charlie Hickman signed on behalf of the USGS. The Council approved the MOU for signature in a previous meeting. The MOU signed is an umbrella under which future project specific agreements can occur.

9. 2003 Financial Report – approval of board (Jeff Corns)

The 2003 Financial Report was accepted after brief discussion, Mike Machlan's motion and John Thomas' 2nd.

10. Recognize service of outgoing board members (Jill)

Seats with Members rotating off of the Council were:

- Commercial GIS Service Provider - Jeff Corns, The Schneider Corp.
- Municipality - Mike Machlan, City of Elkhart
- Regional GIS Consortia - Jim Stout, IMAGIS
- University - Karen Frederickson, The Polis Center
- At Large - Mike Woods, INDOT

11. Rotate on in-coming board members (Jill)

- Commercial GIS Service Provider - Jeff Corns, The Schneider Corp.
- Municipality – Shaun Scholer, City of Richmond/Wayne County GIS
- Regional GIS Consortia - Jim Stout, IMAGIS
- University – David Lewis, IUPUI Library
- At Large – EJ McNaughton, IDEM
- Private Sector – Lou Zickler, Indiana Board of Realtors
- Critical Infrastructure – Michael Machlan, City of Elkhart

12. Resignation

Jill Saligoe-Simmel tendered her resignation from the council, effective immediately.

13. Election of Officers (Jim)

Jim Stout presiding over election –

- President - Jerry King nominates Jim Stout, Lou Zickler seconds; Jim Stout nominates Alex Werner, Roger Koelpin seconds. Jim Stout declines nomination. Mike Machlan moves to close and vote, John Thomas seconds. Alex Werner elected unanimously.
- Vice President – Sean Scholer nominates Jim Stout, Tom Mahon seconds. Mike Machlan moves to close and vote, Tom Mahon seconds. Jim Stout elected unanimously.
- Treasurer – Jim Stout nominates Jeff Corns, Tom Mahon seconds. Jerry King moves to close and vote, Tom Mahon seconds. Jeff Corns elected unanimously.
- Assistant Treasurer – Tom Mahon nominates EJ McNaughton, Jim Stout seconds. Shaun Scholer moves to close and vote, Jim Stout seconds. EJ McNaughton elected unanimously.

14. Appointment of Executive Director (Alex and Jim)

Jim Stout moved that Jill Saligoe-Simmel become the Executive Director of IGIC and to allow the Executive Council to develop a contract with Jill on behalf of the Council for the purpose of fulfilling the Council Contract with C-TASC. Mike Machlan seconds the motion. Discussion raised several issues, which Jim Stout offered to review with legal counsel and or a certified public account to assure that all necessary legal requirements are adequately met. Bob Weaver moved to vote on the motion amended to allow hiring

of an independent contractor provided that decision is backed with legal and or accounting guidance. John Thomas seconded. The motion passed unanimously as amended.

15. Submission of Biographical Statements (submit to Jenny Dubeansky
jdubeansky@inn-map.com)

Council members are to send one paragraph biographies to Jenny Dubeansky along with an indication as to what, if any, contact information may be published on the web with the biographies.

16. Status of 2004 Legislative Session – recap of outcome so far and lessons learned; plan course of action if SB160 passes (Jill)

SB160 passed out of the Senate. It was amended in the House to remove funding, and is awaiting the second reading. Deadline for the second reading is Thursday, February 26th. Funding for the bill will likely be considered in a Summer Study Committee. There remains a risk that any legislative action would displace the existing IGIC. Actions that could be taken to mitigate this risk would include IGIC follow-up with legislators and preparation for input to the Summer Study Committee. The ideal outcome would be getting legislation passed that recognizes IGIC.

John Thomas moved that a committee be established, based on the workgroup that met in December '03, to provide legislative direction for the Council. Ed Lutz seconded the motion. The motion passed unanimously. Jim Stout volunteered to lead the committee.

17. Initiate Local Government Committee as standing committee of IGIC (Dax and Larry Stout)

A need has been identified for a workgroup that addresses local government concerns in formulation of any statewide data sharing agreements. Jim Stout moved that such a workgroup should be established and that the workgroup should develop language and recommendations for use by the Data Sharing Committee in crafting data sharing agreements. Mike Machlan seconded the motion. The motion passed unanimously.

18. 2004 Budget – approval of board (Jeff Corns)

Passed with an amendment to reflect an increase from two to three NSGIC memberships.

19. Status of 501(c)3 designation (Jim)

Jim Stout is working with pro-bono Barnes & Thornburg advisors. Paperwork is in review and process is believed nearing completion.

20. Review of past, current and future IGIC projects (Jill)

Several projects have been completed. Project plan is the basis for the C-TASC Project Plan, GIS component.

21. State Agency Report (Roger)

INDOT and ISDH working together to develop a process for updating and maintaining an authoritative roads centerline and address dataset. They will be reaching out to local government to participate.

22. Budget recommendations for HLS GIS funding for ODP 2004 Grant (Jill)

Anticipate a 2005 opportunity to fund a statewide, multi-resolution aerial photography program. The 2004 funding could be used in 2005 since there is a 2-year window in which to spend the monies. It may be possible to fund statewide effort for one product, and provide communities the opportunity to improve on that product for the difference in cost only. Mike Machlan moved to allow the executive committee to proceed on

development of that 2005 opportunity, John Thomas seconded the motion. The motion passed unanimously.

23. Metadata – Indiana Profile project (Becky McKinley)

Becky McKinley reported that the Forum had a balance left over from an EPA Grant. The Forum received the funds to provide metadata training and develop metadata for over 70 layers which would also be loaded to a clearinghouse. Initially, were considering developing a metadata tool with those funds. However, they have recently entered discussions with the Indiana Geological Survey, and may be able to work with them on development of a web-based tool for metadata. Possibly without needing to seek additional funds.

24. Designate as “official framework” PLSS 1:24k boundaries

Jim Stout moved to accept the PLSS 1:24K boundaries as an official framework layer, Phil Worrall seconded. The motion passed unanimously.

25. Cadastral Framework Layer Committee

Lorraine Wright reported that the group as working with Indiana Geological Survey to finalize a process for developing points denoting section corners.

26. Remaining Council Vacancies

It was noted that two council seats remain unfilled. One at-large seat was vacated with Jill Saligoe-Simmel’s resignation. The seat for the Indiana Association of Cities and Towns also remains unfilled. Jill will follow up with IACT to see who they would like to have seated in their slot. Mike Machlan nominated Larry Stout to fill the vacant at-large seat, and that we vote. Tom Mahon seconded the motion. Larry Stout was elected in absentia, and unanimously.

27. 2004 Meeting Schedule (Alex)

3rd Thursday every other month, except December (second Thursday)

DATE	TIME	LOCATION
February 24, 2004	4-7pm ANNUAL BUSINESS MEETING	Sheraton Hotel and Suites, Ste 16 Keystone at the Crossing Indianapolis, IN
April 15, 2004	1pm – 4pm	Indiana Association of REALTORS 7301 N. Shadeland Ave. Indianapolis, IN
June 17, 2004	10am – 3pm (joint INGISI mtg)	
August 19, 2004	1pm – 4pm	
October 21, 2004	10am – 3pm (joint INGISI mtg)	
December 9, 2004	1pm – 4pm	
March 8, 2005	4-7pm ANNUAL BUSINESS MEETING	Union Station Crown Plaza Downtown Indianapolis, IN
March 9-10, 2005	Statewide GIS Conference	Union Station Crown Plaza Downtown Indianapolis, IN

28. Conference Committee Report

There will be a conference. So far there are 282 registered attendees this year. Last year at this time the night before the conference there were 269 registered attendees. Another 20 or so attendees can be anticipated for on-site registration.

29. The meeting was adjourned

The following HANDOUTS were made available to all attendees:

- IGIC Policy Documents (general, contracts, officer duties)
- 2003 Minutes
- 2003 Attendance Log
- 2004 IGIC Board Member Rotation
- Meeting Dates for 2004
- List of Committees and Chairs
- List of IGIC Projects
- Deliverables on IGIC/CTASC Project
- About IGIC Document
- 2003 Balance Sheet
- 2004 Budget
- Bylaws (to new members)
- Proclamation (to new members)